

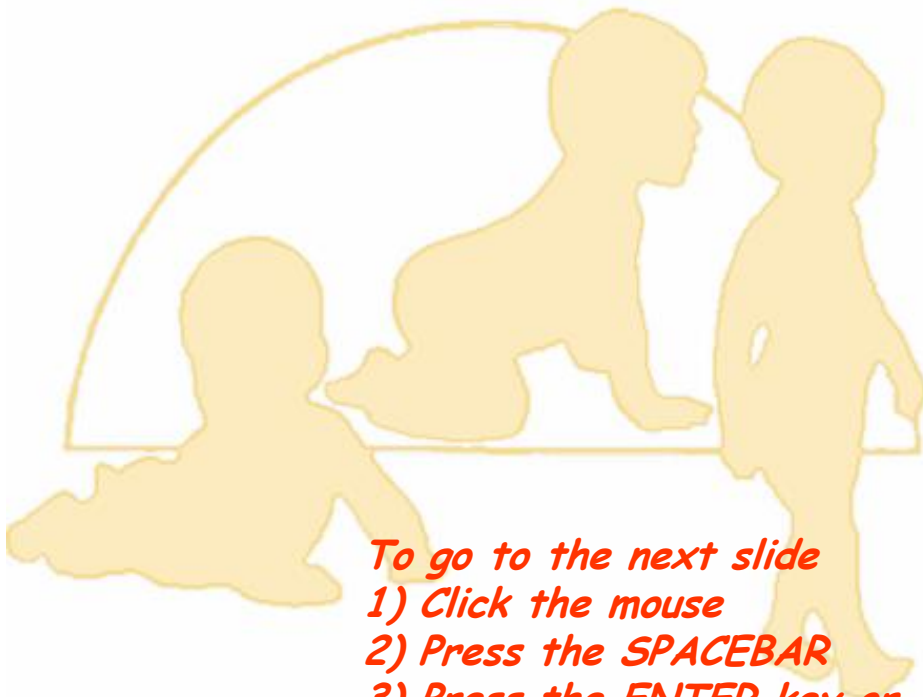
How to Identify and Fix Indicator Data Issues on the ITEIP Data Management System

____IFSP Completed Date____

3-14-2009

Individualized Family Service Plan (IFSP)

Washington State Infant Toddler Early Intervention Program



To go to the next slide
1) Click the mouse
2) Press the SPACEBAR
3) Press the ENTER key or
4) right click on mouse and do one of the following

Logo courtesy of the Department of Social and Health Services Infant Toddler Early Intervention Program funded by the Individuals with Disabilities Education Act.

Logo Here

Birth to Three Program of Lacey
123 3rd St.
Lacey, WN. 98513
Contact: Judy Johnson
Phone -- (360) 555-5555
Email - Judy@wa.com

- Next
- Previous
- Last Viewed
- Go to Slide ▶
- Custom Show ▶
- Screen ▶
- Pointer Options ▶
- Help
- Pause
- End Show

Getting into the ITEIP Data Management System

requires: 1)

Bring up Internet Explorer or Netscape;

2) either type in the Internet address of the ITEIP Data Management System or select it from your favorites;

3) Type in your user name and password.

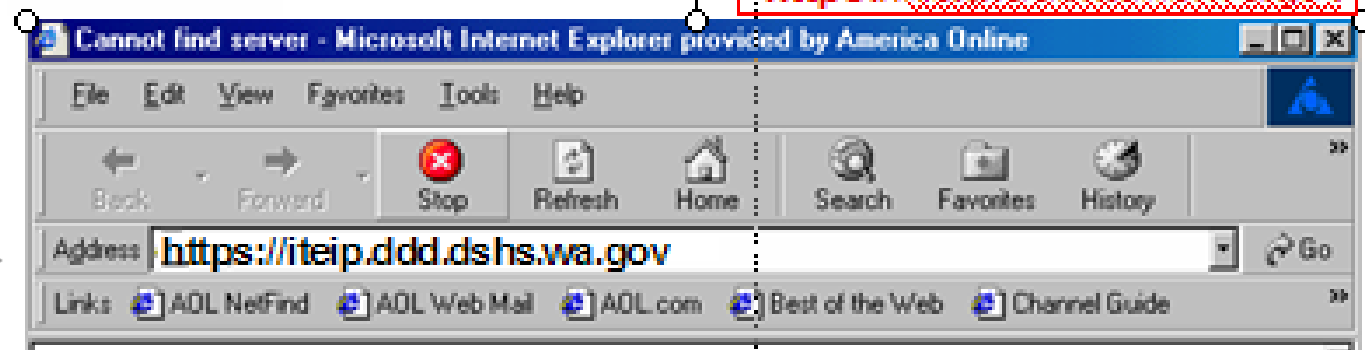
If you haven't already done so, save the address in your favorites.

1.



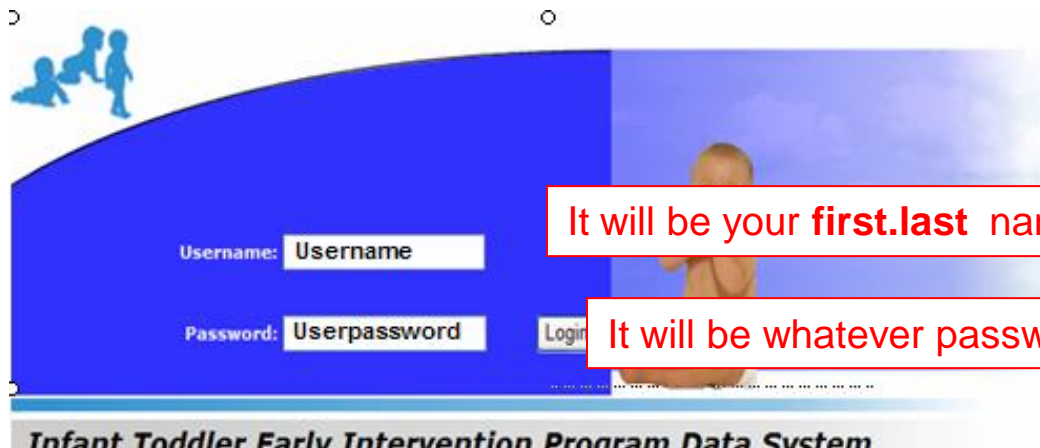
Internet Explorer

2.



ITEIP Data Management System Web address -
<https://iteip.dshs.wa.gov>

3.



It will be your **first.last** name

It will be whatever password you have set up.

ITEIP Data Management System Input screens and Output Format

This presentation includes ITEIP Data Management System screens and reports that is currently being used. It includes both input screens and output documents.

The input screens are used to type in information about the child and family. The output documents are the printed documents including the IFSP that come from the ITEIP Data Management System. The input screens are designated by **Input screen** on the screen. The output documents are designated by **Displayed/Printed output**.

You can select to view just the “How drill down using the IFSP Compliance Report to identify where there are problems with Indicator data” or “How to Fix Indicator data issues”.

Click on
lesson below

Entering data shown on the IFSP Compliance Report

How to drill down using the IFSP Compliance Report

How to fix Indicator data issues

Entering data shown on the IFSP Compliance Report

IFSP Compliance Report

This report was run: **11/4/2008 9:46 AM**

Service Area: Spokane
 Agency: All Agencies
 FRC: All FRC
 Report Date: October 1, 2008 - December 30, 2008

We will look at each reporting area of the IFSP Compliance Report to identify how the data is entered for each of the reporting areas.

| Service Start (Indicator 1) | Count | Percentage % |
|--|--------------|---------------------|
| On Time: | 58 | 93.55 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 4 | 8.45 |
| Initial IFSP (Indicator 7) | Count | Percentage % |
| On Time | 137 | 60.35 |
| Late - Exceptional Family Circumstances | 4 | 1.76 |
| Late - Other | 81 | 35.68 |
| Overdue | 5 | 2.2 |
| 6 Month Review | Count | Percentage % |
| On Time: | 99 | 36.39 |
| Late: | 90 | 33.08 |
| Overdue: | 83 | 30.51 |
| Annual IFSP | Count | Percentage % |
| On Time: | 94 | 65.73 |
| Late: | 40 | 27.97 |
| Overdue: | 9 | 6.29 |
| IFSP with transition steps and services (Indicator 8A) | Count | Percentage % |
| Steps and Services Included | 19 | 5.74 |
| Steps and Services not Included | 312 | 94.25 |
| Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B) | Count | Percentage % |
| Yes: | 129 | 19.84 |
| No: | 521 | 80.15 |
| Transition Conference, if child potentially eligible for Part B (Indicator 8C) | Count | Percentage % |
| On Time: | 51 | 49.51 |
| Late - Exceptional Family Circumstances | 3 | 2.91 |
| Late - Other | 49 | 47.57 |

***** END OF REPORT *****

IFSP Compliance Report

This report was run: **11/4/2008 9:46 AM**

Service Area: Spokane
 Agency: All Agencies
 FRC: All FRC
 Report Date: October 1, 2008 - December 30, 2008

There are 5 Compliance Indicators which are reported annually to the Office of Special Education Programs (OSEP) and 2 other items reported here.

The Compliance Indicators are;

Service Start date (Indicator 1),

Initial IFSP completed on time (Indicator 7),

IFSP with transitions steps and services (Indicator 8A),

Notification to the Local Education Agency (school District) (Indicator 8B),

Transition Conference on time (Indicator 8C).

These Compliance indicators need to be 100% on time to meet federal requirements.

The other items 6 Month Review and Annual IFSP are not reported to OSEP, but are here for your monitoring.

| Service Start (Indicator 1) | Count | Percentage % |
|---|-------|--------------|
| On Time: | 58 | 93.55 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 4 | 8.45 |
| Initial IFSP (Indicator 7) | Count | Percentage % |
| On Time | 137 | 60.35 |
| Late - Exceptional Family Circumstances | 4 | 1.76 |
| Late - Other | 81 | 35.68 |
| Overdue | 5 | 2.2 |
| 6 Month Review | Count | Percentage % |
| On Time: | 99 | 36.39 |
| Late: | 90 | 33.08 |
| Overdue: | 83 | 30.51 |
| Annual IFSP | Count | Percentage % |
| On Time: | 94 | 65.73 |
| Late: | 40 | 27.97 |
| Overdue: | 9 | 6.29 |
| IFSP with transition steps and services (Indicator 8A) | Count | Percentage % |
| Steps and Services Included | 19 | 5.74 |
| Steps and Services not Included | 312 | 94.25 |
| Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B) | Count | Percentage % |
| Yes: | 129 | 19.84 |
| No: | 521 | 80.15 |
| Transition Conference, if child potentially eligible for Part B (Indicator 8C) | Count | Percentage % |
| On Time: | 51 | 49.51 |
| Late - Exceptional Family Circumstances | 3 | 2.91 |
| Late - Other | 49 | 47.57 |

***** END OF REPORT *****

| Service Start (Indicator 1) | Count | Percentage % |
|--|-------|--------------|
| On Time: | 58 | 93.55 |
| Late- Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 4 | 6.45 |



Infant Toddler Early Intervention Program

[Log Off](#)

[ITEIP Today](#)
[Calendar](#)
[Child's Record](#)
[Evaluation & Assessment](#)
[COSF](#)
[IFSP](#)
[Feedback](#)
[Admin](#)

ITEIP Today for Richard Sanders

Agency: Infant Toddler Early Intervention Program

Proxy as: [Change Proxy](#)


Calendar

| Date | Description | Action |
|------------|-------------|---------------------------|
| 07/01/2007 | 30 test | Service - Plan Start |
| 12/08/2007 | test COSF1 | Service - Plan Start |
| 12/17/2007 | Test1 Evals | Service - Plan Start |
| 06/09/2008 | test COSF1 | IFSP - 6 Month Review Due |
| 10/27/2008 | Robert Bon | Service - Plan Start |

Active Children

Click on the arrow (▼ or ▲) to order the list by that column. The ▼ arrow indicates the currently selected column.

| ▼ First | ▼ Last | ▼ Birth Date | ▼ |
|---|---|---|---|
|  |  |  |  |
| COSF1, test | | 12/21/2005 | |
| Evals Test1 | | 12/05/2005 | |



Infant Toddler Early Intervention Program

[Log Off](#)

[ITEIP Today](#)
[Calendar](#)

Current Child: 30 month test Birthdate: 06/23/2006 ID:

Outcomes & Services

Please Note: You must i completed.

To view an Outcome, click o description. To view funding

Outcome: test

Services for this outcome:

Service: Nursing Services


Funding Sources:

Self Pay

 [Create New Outcome](#)

Other Services

No Other Services





Service Wizard

Outcome: test

Type of Service (category): Nursing Services



If "Other" Service, what is the service:



Service Provider: aerwygear



Plan Start Date: 07/01/2007  mm/dd/yyyy Plan End Date: 07/01/2008  mm/dd/yyyy

Actual Start Date: mm/dd/yyyy

Cause for delay beyond 30 days: ☒ Exceptional Child/Family Reason ☐ Other

Delay Reason:   REC ✓ Chec

Method:   REC ✓ Chec

Frequency:   REC ..

Please Note:
All fields are
required unless
otherwise noted
with a blue box

The first area reported is
- Service Start date
(Indicator 1),

A calendar event appears
on the ITEIP Today page
for this required data.

The data is entered on the
Services Wizard page.

The ITEIP Today calendar
event disappears once the
page has been Saved.


If the date is entered 30
or less from the current
IFSP completion date
(Initial, Team Amendment
or Annual) the On-Time
count is increased. If the
date is more than 30 days
from the IFSP completion
date, and Exceptional
Child/Family Reason has
been selected, the Late -
Exceptional Family
Circumstances count is
increased. If the reason
for being late is Other,
then the Late - Other
count is increased.

The next Compliance Indicator reported is - Initial IFSP (Indicator 7),

The data is entered on the IFSP Checklist page when all other IFSP components have been entered. The data is entered when the This IFSP is complete box is checked and a date is entered into the Date Parents Signed IFSP (Completion Date):

The IFSP is late if the date entered is more than 45 days from the Referral Date entered on the Start of 45 Day Clock page. If the date is more than 45 days, you have two options for entering the cause for delay beyond due date; 1) Exceptional Child/Family Reason and 2) Other. If you select Exceptional Child/Family Reason it will be added to the Late - Exceptional Family Circumstances when entered which is considered not late. If you select Other, it will be counted in Late - Other. If you have not entered anything past the due date it is counted as Overdue until it has been entered.

| Initial IFSP (Indicator 7) | Count | Percentage % |
|---|-------|--------------|
| On Time | 137 | 60.35 |
| Late - Exceptional Family Circumstances | 4 | 1.76 |
| Late - Other | 81 | 35.68 |
| Overdue | 5 | 2.2 |



Infant Toddler Early Intervention Program

ITEIP Today Calendar Records


Current Child: 30 month test Birthdate: 06/23/2006 ID: 51288

IFSP Checklist

Family Statement
Funding Sources
Outcomes & Services
IFSP Team Members

Transition Plan
Transition Child
View IFSP
Child's Calendar
Progress Notes

Individualized Family Service Plan

Current IFSP 

Completion Date IFSP Stage

In Progress Initial

IFSP History

Please click on the IFSP's history

Completion Date

Detailed Information Infant Toddler Early Intervention Program - Windows Internet Explorer

IFSP Checklist

Current Child: 30 month test Birthdate: 06/23/2006 ID: 51288

IFSP Stage Initial

Have the Procedural Safeguards/Parents' Rights been explained? ☒ Yes ☐ No

Did the parents participate in the IFSP?: ☐ Yes ☐ No

Have the parents signed the IFSP?: ☐ Yes ☐ No

Primary Service Setting:

Home

This IFSP is complete: ☒

(All required IFSP information has been filled in)

Date Parents Signed IFSP/Completion Date: 11/28/2008

Cause for delay beyond due date: ☐ Exceptional Child/Family Reason ☐ Other

Reason:

Detailed Information Infant Toddler Early Intervention Program - Windows Internet Explorer

Start the 45 Day Clock for the Referral of Test Child

By continuing this form, a referral will be created and the 45 Day clock will start. Make sure the following has occurred:

1. The Family Resources Coordinator has contact via phone or in person with the family of a child birth to 3 years of age
2. During this contact the Family Resources Coordinator explains the services that are available under the Infant Toddler Early Intervention Program (including evaluations and assessments)
3. The family identifies needs which can be addressed by the Family Resources Coordinator and early intervention services
4. The family is interested in services

Note: With the family's consent, let the referral source know that you are actively working with the family and pursuing next steps to determine eligibility.

Referral Date: 02/24/2009 mm/dd/yyyy

Does the family wish to continue? ☐ Yes ☐ No

If No, why?

Date family was called: mm/dd/yyyy

Next Scheduled meeting:

Date: mm/dd/yyyy

Time: hh:mm ☐ AM ☐ PM

Meeting Location & Other Comments:

Back Exit Continue

The next Compliance Indicator (Indicator 8A) is Transition Plan with transition steps and services entered. This report is intended to report all Transition Plans that include Steps and Services.

The information required is entered on the Transition Plan Screen by clicking the box stating that the transitions steps and services have been identified and included on this plan.

If this box is checked it will count in Steps and Services Included and if it has not been checked it will count in Steps and Services not Included.

NOTE: You have to click the steps and services box before you can enter a date of the transition meeting.

| IFSP with transition steps and services (Indicator 8A) | Count | Percentage % |
|--|-------|--------------|
| Steps and Services Included | 19 | 5.74 |
| Steps and Services not Included | 312 | 94.25 |



Infant Toddler Early Intervention Program
[Log Off](#)

[ITEIP Today](#)
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[Child's Record](#)
[Evaluation & Assessment](#)
[COSF](#)
[IFSP](#)
[Feedback](#)

Current Child: 30 month test Birthdate: 06/23/2006 ID: 51288

Transition Plan

Transition Child

View IFSP

Child's Calendar

Progress Notes


Transition Plan

☐ The transition steps and services have been identified and included on the plan

Date of Transition Meeting:
 mm/dd/yyyy
 hh:mm
 ☐ AM ☐ PM

Cause for delay beyond 90 days from Child's 3rd birthday:
 ☐ Exceptional Child/Family Reason
 ☐ Other

Delay Reason :  ☒ Check spelling

Service/Program Options :  ☒ Check spelling

Please Note:
 All fields are required unless otherwise noted with a blue box


The next Compliance Indicator report is to determine if the "Notification to the Local Educational Agency (LEA), if a child is potentially eligible for Part B (Indicator 8B) has occurred in a timely manner which is between 9 months and 90 days.

The information required for this report is entered through a Calendar entry as indicated on the ITEIP Today screen.

The LEA notification can occur as early as nine months before the child turns 3. It is late if it occurs less than 90 days before the child turns 3. You cannot enter a date which is greater than 9 months before the child's third birthday.

To enter the date you need to click on the calendar event, then enter the date here in the "Completed Date:" field, then click Save. Then the calendar event will go away and you will have a Yes count on the report.

| Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B) | | Count | Percentage % |
|---|--|-------|--------------|
| Yes: | | 129 | 19.84 |
| No: | | 521 | 80.15 |



Infant Toddler Early Intervention Program

ITEIP Today | Calendar | Child's Record | Evaluation & Assessment | COSF | IFSP | Feedback | Admin

[Log Off](#)

ITEIP Today for Richard Sanders

Agency: Infant Toddler Early Intervention Program

Proxy as: [Change Proxy](#)

Calendar

| Date | Description | Action |
|----------------------------|-------------|--|
| 07/01/2007 | 30 test | Service - Plan Start |
| 12/08/2007 | test COSF1 | Service - Plan Start |
| 12/17/2007 | Test1 Evals | Service - Plan Start |
| 06/09/2008 | test COSF1 | IFSP - 6 Month Review Due |
| 10/27/2008 | Robert Boo | Service - Plan Start |
| 12/01/2008 | 30 test | Service - Plan Start |
| 12/09/2008 | test COSF1 | IFSP Due - Annual Review |
| 12/17/2008 | test COSF1 | Transition Notification to School District |

Active Children

Click on the arrow (▼ or ▲) to order the list by that column. The ▼ arrow indicates the currently selected column.

| | ▼ First ▼ Last | ▼ Birth Date | ▼ |
|--|--------------------------------|--------------|---|
| | COSF1, test | 12/21/2005 | |
| | Evals, Test1 | 12/05/2006 | |
| | test, 30 month | 06/23/2006 | |

Active Child Count: 3

Calendar Event Details

Event ID: 340086

Is this a private event? ☐ Yes ☒ No

Scheduled Date: mm/dd/yyyy

Time: hh:mm ☒ AM ☐ PM

Completed Date: mm/dd/yyyy

Client Name: Leave Blank for a Personal Event

Short Description:

Contact Type:

Contact Method:

If this is a public event to be viewed by all in your selected service area or agency then select the Event Type. If not then leave the Event Type blank.

Event Type: Leave Blank for a Personal Event

Notes:

Locations:

Attendee Notes:

Exit Save Remove

The next Compliance Indicator report is "Transition Conference, if child potentially eligible for Part B (Indicator 8C) The Transition Planning Meetings which result in a Transition Plan is required to be held between 9 months to 90 days before the child's 3rd birthday or that there is a valid Exceptional Family Circumstance indicated.

Although there is a ITEIP Today calendar reminder, the date must be entered on the Transition Plan screen. The steps and services box must be checked and the date entered. Once the date has saved in the ITEIP Data Management System, the calendar reminder will disappear.

If the date is less than 90 days before the child's third birthday, you have two options for entering the cause for delay; 1) Exceptional Child/Family Reason and 2) Other.

If you select Exceptional Child/Family Reason it will be added to the Late - Exceptional Family Circumstances when entered which is considered not late. If you select Other, it will be counted in Late - Other

| Transition Conference, if child potentially eligible for Part B (Indicator 8C) | Count | Percentage % |
|--|-------|--------------|
| On Time: | 51 | 49.51 |
| Late - Exceptional Family Circumstances | 3 | 2.91 |
| Late - Other | 49 | 47.57 |

ITEIP Today for Richard Sanders

Agency: Infant Toddler Early Intervention Program

Proxy as: [Change Proxy](#)

Calendar

| Date | Description | Action |
|------------|-------------|--|
| 07/01/2007 | 30 test | Service - Plan Start |
| 12/05/2007 | test COSF1 | Service - Plan Start |
| 12/17/2007 | Test1 Evals | Service - Plan Start |
| 06/09/2008 | test COSF1 | IFSP - 6 Month Review Due |
| 10/27/2008 | Robert Boo | Service - Plan Start |
| 12/01/2008 | 30 test | Service - Plan Start |
| 12/09/2008 | test COSF1 | IFSP Due - Annual Review |
| 12/17/2008 | test COSF1 | Transition Notification to School District |
| 12/17/2008 | test COSF1 | Transition Plan Meeting |
| 12/24/2008 | 30 test | Transition Notification to School District |

What's New in the ITEIP Application

Frequently Asked Questions

* [Hide Images](#)

Active Children

Click on the arrow (▼ or ▲) to order the list by that column. The ▼ arrow indicates the currently selected column.

| ▼ First | ▼ Last | ▼ Birth Date | ▼ |
|---------|--------------------------------|--------------|---|
| | COSF1, test | 12/21/2005 | ★ |
| | Evals, Test1 | 12/05/2006 | ★ |
| | test, 30 month | 06/23/2006 | ★ |

Active Child Count: 3

A star (★) next to a child's name indicates that you are the primary caregiver.



ITEIP
Today

Calendar

Child's
Record

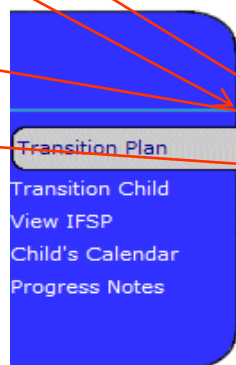
Evaluation &
Assessment

COSF

IFSP

Feedback

Current Child: 30 month test Birthdate: 06/23/2006 ID: 51288



Transition Plan

☐ The transition steps and services have been identified and included on the plan

Date of Transition Meeting: mm/dd/yyyy hh:mm ☐ AM ☐ PM

Cause for delay beyond 90 days from Child's 3rd birthday: ☐ Exceptional Child/Family Reason ☐ Other

Delay Reason: ☒ Check spelling

There are two other items reported on the IFSP Compliance Report that are not reported to OSEP. They are: 6 Month Review and Annual IFSP.

The 6 month review data is entered through the calendar entry on the ITEIP Today Calendar page.

Once the calendar item date has been clicked the Calendar Event Details page appears. Once the date has been entered, the ITEIP Today Calendar event disappears and report count is updated. If the date entered for the Initial IFSP complete, entered on the IFSP Checklist page, is 6 months or less from the date entered on the Calendar Event Details for the 6 month review date, the On Time is increased. If the date entered is more than 6 months beyond the IFSP Completion date, the Late count is increased. If the date has not been entered on the Calendar Event page and it is more than 6 months past the Initial IFSP completion date, the Overdue count is increased. Once a date has been entered the Overdue date count is decreased and the appropriate count is increased.

| 6 Month Review | | |
|----------------|----|-------|
| On Time: | 99 | 36.39 |
| Late: | 90 | 33.08 |
| Overdue: | 83 | 30.51 |
| Annual IFSP | | |
| On Time: | 94 | 65.73 |
| Late: | 40 | 27.97 |
| Overdue: | 9 | 6.29 |

ITEIP Today for richard sanders

Agency: Infant Toddler Early Intervention Program

Proxy as: [Change Proxy](#)

Calendar ?

| Date | Description | Action |
|------------|-----------------|--|
| 02/15/2007 | test Cosf | Service - Plan Start |
| 09/28/2007 | test Cosf | IFSP - 6 Month Review Due |
| 12/12/2007 | Test Amend | Service - Plan Start |
| 03/28/2008 | test Cosf | IFSP Due - Annual Review |
| 10/27/2008 | Robert Boo | Service - Plan Start |
| 12/01/2008 | IFSP Due Test | Service - Plan Start |
| 01/01/2009 | test 45 | Service - Plan Start |
| 01/02/2009 | test G2-1 items | Service - Plan Start |
| 01/16/2009 | test G2-1 items | IFSP Due - Initial |
| 02/02/2009 | test 45 | Transition Notification to School District |
| 02/02/2009 | test 45 | Transition Plan Meeting |

[More Dates](#)

General Inquiries ?

Intake Form: [Create New](#)

All inquiries have been acted upon.

[What's New in the ITEIP Application](#)

[Frequently Asked Questions](#)

[* Show Images ?](#)

Active Children ?

Click on the arrow (▼ or ▲) to order the list by that column. The ▼ arrow indicates the currently selected column.

| ▼ First ▼ Last | ▼ Birth Date | ▼ |
|------------------|--------------|-----|
| 45, test | 02/21/2006 | X |
| Cosf, test exit | 01/01/2007 | X T |
| eval2, test | 12/02/2007 | X |
| G2-1 items, test | 10/01/2008 | X |

Detailed Information Infant Toddler Early Intervention Program - Windows Interne...

Calendar Event Details ?

Event ID: 353034

Is this a private event? ☐ Yes ☒ No

Scheduled Date: 09/28/2007 mm/dd/yyyy

Time: hh:mm ☐ AM ☐ PM

Completed Date: mm/dd/yyyy

Client Name: test exit Cosf [Leave Blank for a Personal Event](#)

Short

The next item reported on the IFSP Compliance Report that is not reported to OSEP, is the Annual IFSP.

When an item appears on the ITEIP Today Calendar stating that IFSP Due - Annual Review, you need to enter the Annual IFSP date on the IFSP Checklist page. Once entered that ITEIP Today calendar event will disappear.

To get to the appropriate child record you need to select the child from the Active Children list on the ITEIP Today page.'

The Annual Review date is entered on the IFSP Checklist page by selecting Add New and entering the date on the resulting page after the required fields have been filled in. If the date entered is less than one year after the previous IFSP completion date entered then a count is added to On Time. If the date entered is one year or more the Late count is increased and if the date for the Annual IFSP has passed and no date has been entered, The Overdue count is increased.

Annual IFSP

| | | |
|----------|----|-------|
| On Time: | 94 | 65.73 |
| Late: | 40 | 27.97 |
| Overdue: | 9 | 6.29 |

ITEIP Today

Calendar

Record

Assessment

COSF

IFSP

Feedback

Admin

ITEIP Today for richard sanders

Agency: Infant Toddler Early Intervention Program

Proxy as: [Change Proxy](#)

Calendar

| Date | Description | Action |
|------------|-----------------|--|
| 02/15/2007 | test Cosf | Service - Plan Start |
| 09/28/2007 | test Cosf | IFSP - 6 Month Review Due |
| 12/12/2007 | Test Amend | Service - Plan Start |
| 03/28/2008 | test Cosf | IFSP Due - Annual Review |
| 10/27/2008 | Robert Boo | Service - Plan Start |
| 12/01/2008 | IFSP Due Test | Service - Plan Start |
| 01/01/2009 | test 45 | Service - Plan Start |
| 01/02/2009 | test G2-1 items | Service - Plan Start |
| 01/16/2009 | test G2-1 items | IFSP Due - Initial |
| 02/02/2009 | test 45 | Transition Notification to School District |
| 02/02/2009 | test 45 | Transition Plan Meeting |

test exit Cosf Birthdate: 01/01/2007 ID: 52567

Active Children

Click on the arrow (▼ or ▲) to order the list by that column. The ▼ arrow indicates the currently selected column.

Active Child Count: 4

A star (✕) next to a child's name indicates that you are the primary caregiver.

Individualized Family Services Plan (IFSP) Current IFSP Create a new IFSP > [Add New](#)IFSP Checklist

Current Child: test exit Cosf Birthdate: 01/01/2007 ID: 52567

Please click on the IFSP's history you wish to

IFSP Stage

Annual Review

Have the Procedural Safeguards/Parents' Rights been explained?

☐ Yes ☐ No

Did the parents participate in the IFSP?:

☐ Yes ☐ No

Have the parents signed the IFSP?:

☐ Yes ☐ No

Primary Service Setting:

IFSP Due By: 03/28/2008

Before you can complete this IFSP, the following must be completed:
• This IFSP must have services and funding sources assigned.This IFSP is complete: ☐
(All required IFSP information has been filled in)Date Parents Signed IFSP/Completion Date:

How drill down using the IFSP Compliance Report

HINT: Clean up the Calendar reminders on the ITEIP Today screen and you will most likely greatly improve your Indicator compliance.

Input screen

Definitions:

Intake- Recording of initial call or interview information.

Initial Contact Date- Date of initial call or contact. (Does NOT start 45 Day Clock)

This is the ITEIP Today page which includes the ITEIP Calendar, and Reports.

Calendar ?

| Date | Description | Action |
|------------|-------------|----------------------------|
| 08/21/2007 | OB2 REQ10 | Service Scheduled to Start |

 [More Dates](#)


General Inquiries ?

Intake Form:  [Create New](#)

All inquiries have been acted upon.

[Help](#)

Reports & Forms ?

-  [Family Survey Form \(Word\)](#)
-  [Encuesta de Resultados de la Familia \(Word\)](#)

Reports

Active Children ?

Click on the arrow (▼ or ▲) to order the list by that column. The ▼ arrow indicates the currently selected column.

| ▼ First | ▼ Last | ▼ Birth Date | ▼ |
|---|--------|--------------|---|
|  REQ10_OB2 | | 08/10/2007 | ★ |

Active Child Count: 1

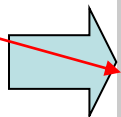
A star (★) next to a child's name indicates that you are the FRC for that child.

The letter 'I' (T) next to the child's name indicates that the child has been transitioned out of the ITEIP program.

Other Information

-  [Find a Child](#)
 -  [ITEIP Web Upload](#)
 -  [DSHS ITEIP Website](#)
 -  [Starting Line Newsletter](#)
 -  [Change Your Password](#)
 -  [ITEIP Training Manual - Version 8 \(Word 3.0mb\)](#)
 -  [ITEIP Training Manual - Version 8 \(PDF 8.0mb\)](#)
 -  [ITEIP Reports Training Manual - Version 9 \(Word 1.33mb\)](#)
 -  [ITEIP Reports Training Manual - Version 9 \(PDF 2.92mb\)](#)
- To save the training manual to disk, right-click and choose "Save Target As . . ." (PC Only)
-  [Download the free Acrobat Reader \(PDF viewer\)](#)





After selecting Reports we need to select IFSP Compliance Report from the Management Reports section.



Management Reports

-  **Referral Count**
Shows the number of new referrals added to the system during a particular date range.
-  **Service Area/Agency/Staff Child Count**
Displays the number of active children in the ITEIP system.
-  **Active Families by Family Resources Coordinator**
Displays the Family Resources Coordinator and all active families for that FRC.
-  **Staff Activity Information**
Lists the child records that a staff member has accessed and, optionally, the access type for each person.
-  **Data Entry, Proxy, and Report Access**
Shows which staff members have report access, proxy access and / or data entry access.
-  **IFSP Compliance Report**
Shows the number of completed, overdue, and timely records for 45 day clock, 6 month review, initial IFSP, and annual reviews.
-  **FRC Caseload Report**
Details number of active children & status (how many active files/FRC have completed IFSPs, how many in referral state).
-  **Number of FRCs per Contractor**
Displays a count of the number of FRCs for the state, or in a particular service area or agency.
-  **Number of children by development area**
Displays a count of the number of children by development area domain.
-  **Child Age at Referral**
Displays the average child age at the time of referral.
-  **Child Count By Age at Referral**
Displays a count, by age range, for children at the time of referral.
-  **Diagnosis Count by Ethnicity**
Displays the count of children for each diagnosis, can be broken down by ethnicity.
-  **Diagnosis Count by Age**
Displays the count of children for each diagnosis broken down by age.
-  **Child Count by Funding Sources**
Displays the number of children using each funding source.
-  **Funding Sources By Service**
Displays which funding sources are being used for a particular Early Intervention service.
-  **Number of Funding Sources per Child**
Displays the number of funding sources being used by each child.
-  **"Others" Reports**
Displays information specified by the FRC as "other" in the system. There are six types of other reports: ethnicity, language, diagnosis, funding source, service type, and primary service setting.
-  **Intakes by Zip Code**
Displays a count of the number of intakes over a particular time period for a zip code or series of zip codes.
-  **Referrals by Zip Code**
Displays a count of the number of referrals over a particular time period for a zip code or series of zip codes.
-  **Eligibility Snapshot**
-  **Children in School District**
Displays a list children enrolled or residing in each school district.
-  **Children in School District By Age**
Displays a list children enrolled or residing in each school district and the age of each child.

After selecting Reports we need to select IFSP Compliance Report from the Management Reports section.

- Lists the child records that a staff member has accessed and, optionally, the access type for each person.*
-  **Data Entry, Proxy, and Report Access**
Shows which staff members have report access, proxy access and / or data entry access.
 -  **IFSP Compliance Report**
Shows the number of completed, overdue, and time records for 45 day clock, 6 month review, initial I and annual reviews.
 -  **FRC Caseload Report**
Details number of active children & status (how many active files/FRC have completed IFSPs, how many referral state).
 -  **Number of FRCs per Contractor**

We will use the Service Area (Lead Agency) Spokane for our example.

Step 2 - We want a report that incorporates the entire Service Area, so we select Service Area - Spokane.
Step 3 - select All Results Combined in One Report.

This will give us an overall view of this Service Area.

The Same applies for an Agency by selecting the Agency in Step 2.

IFSP Compliance Report

Please Note: If you are viewing the data for an agency, the report uses the agency that is set in the specific service, not the child's agency. If you are viewing data for a service area, the child's service area is used.

Please choose the criteria for the report you would like to view.

Step 1: Select the date range for the report

Begin: October / 1 / 2008

End: December / 30 / 2008

Step 2: Select State-wide, a Service Area, an Agency, or FRC

☐ State-wide

☒ Service Area Spokane

☐ Agency

☐ FRC

Step 3: Select level of detail

All Results Combined in One Report

Each Agency Area Separated

View

Back

Close

Print

IFSP Compliance Report

This report was run: 11/4/2008 9:46 AM

Service Area: Spokane
Agency: All Agencies
FRC: All FRC
Report Date: October 1, 2008 - December 30, 2008

Now find the Indicator counts for which you need more information, for example the Initial IFSP late - Other Initial IFSPs, Transitions Steps and Services, LEA (school District) notifications, etc.

| | | |
|--|--------------|---------------------|
| Service Start (Indicator 1) | Count | Percentage % |
| On Time: | 58 | 93.55 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 4 | 8.45 |
| Initial IFSP (Indicator 7) | Count | Percentage % |
| On Time | 137 | 60.35 |
| Late - Exceptional Family Circumstances | 4 | 1.76 |
| Late - Other | 81 | 35.68 |
| Overdue | 5 | 2.2 |
| 6 Month Review | Count | Percentage % |
| On Time: | 99 | 36.39 |
| Late: | 90 | 33.08 |
| Overdue: | 83 | 30.51 |
| Annual IFSP | Count | Percentage % |
| On Time: | 94 | 65.73 |
| Late: | 40 | 27.97 |
| Overdue: | 9 | 6.29 |
| IFSP with transition steps and services (Indicator 8A) | Count | Percentage % |
| Steps and Services Included | 19 | 5.74 |
| Steps and Services not Included | 312 | 94.25 |
| Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B) | Count | Percentage % |
| Yes: | 129 | 19.84 |
| No: | 521 | 80.15 |
| Transition Conference, if child potentially eligible for Part B (Indicator 8C) | Count | Percentage % |
| On Time: | 51 | 49.51 |
| Late - Exceptional Family Circumstances | 3 | 2.91 |
| Late - Other | 49 | 47.57 |

Input screen

Then select Back at the bottom of the screen. You will get the following screen in which you need to select the date range you want the report for (hint, for most reports you need not start before October 1, 2008, because before that date, only the Initial IFSP , 6 month review and the Annual IFSP data were reported).

Step 1 - enter date range for the report.
Step 2 - select what agencies and FRCs are to be included in the report.
Step 3 - select if you want the report to be for the entire area selected in Step 2 or each Agency or FRC separated.

IFSP Compliance Report

Please Note: If you are viewing the data for an agency, the report uses the agency that is set in the specific service, not the child's agency. If you are viewing data for a service area, the child's service area is used.

Please choose the criteria for the report you would like to view.

Step 1: Select the date range for the report

Begin: October / 1 / 2008

End: December / 11 / 2008

Step 2: Select State-wide, a Service Area, an Agency, or FRC

☐ State-wide

☒ Service Area Spokane

☐ Agency

FRC

Step 3: Select level of detail

All Results Combined in One Report

Each Agency Area Separated

View

Back **Close** **Print**

Displayed/Printed output

We run the report again selecting the Service Area (in this example I have selected Spokane) in Step 2 and Each Agency Area Separated in Step 3. This will give us the following report. Select Begin dates of October 1, 2008 or later as the rules for creating the counts were in the ITEIP Data Management System starting Oct. 1, 2008.

Now you can see if it is one or more agencies having data entry problems or not meeting the federal timeline for Indicator data.

IFSP Compliance Report

This report was run: 12/11/2008 9:33 AM

Service Area: Spokane

Agency: Agency #1

FRC: All FRC

Report Date: 10/1/2008 to 12/11/2008

| | | |
|---|-------|--------------|
| Service Start (Indicator 1) | Count | Percentage % |
| On Time: | 2 | 100 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |
| Initial IFSP (Indicator 7) | Count | Percentage % |
| On Time | 2 | 100 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |
| Overdue | 0 | 0 |
| 6 Month Review | Count | Percentage % |
| On Time: | 3 | 7.31 |
| Late: | 1 | 2.43 |
| Overdue: | 37 | 90.24 |
| Annual IFSP | Count | Percentage % |
| On Time: | 16 | 59.25 |
| Late: | 1 | 3.7 |
| Overdue: | 10 | 37.03 |
| IFSP with transition steps and services (Indicator 8A) | Count | Percentage % |
| Steps and Services Included | 2 | 13.33 |
| Steps and Services not Included | 13 | 86.66 |
| Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B) | Count | Percentage % |
| Yes: | 15 | 75 |
| No: | 5 | 25 |
| Transition Conference, if child potentially eligible for Part B (Indicator 8C) | Count | Percentage % |
| On Time: | 4 | 100 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |

----- END OF REPORT -----

IFSP Compliance Report

This report was run: 12/11/2008 9:33 AM

Service Area: Spokane

Agency: Agency #2

FRC: All FRC

Report Date: 10/1/2008 to 12/11/2008

| | | |
|---|-------|--------------|
| Service Start (Indicator 1) | Count | Percentage % |
| On Time: | 10 | 100 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |
| Initial IFSP (Indicator 7) | Count | Percentage % |
| On Time | 2 | 33.33 |
| Late - Exceptional Family Circumstances | 1 | 16.66 |
| Late - Other | 3 | 50 |
| Overdue | 0 | 0 |
| 6 Month Review | Count | Percentage % |
| On Time: | 1 | 20 |
| Late: | 0 | 0 |
| Overdue: | 4 | 80 |
| Annual IFSP | Count | Percentage % |
| On Time: | 0 | 0 |
| Late: | 0 | 0 |
| Overdue: | 0 | 0 |
| IFSP with transition steps and services (Indicator 8A) | Count | Percentage % |
| Steps and Services Included | 1 | 100 |
| Steps and Services not Included | 0 | 0 |
| Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B) | Count | Percentage % |
| Yes: | 1 | 100 |
| No: | 0 | 0 |
| Transition Conference, if child potentially eligible for Part B (Indicator 8C) | Count | Percentage % |
| On Time: | 0 | 0 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |

Note: these examples were taken from the ITEIP test system and do not reflect actual agencies, FRCs or counts.

Displayed/Printed output

Next we need to see if there is an agency or FRC that is getting their IFSPs completed later than 45 days or is late with LEA notifications by selecting these options for Steps 2 and 3.

We can see from this report that Agency #1 has a high "Steps and Services Not Included" count. You can drill down to the FRC level to see if one or more FRC is having trouble with Transition Steps and Services.

| IFSP Compliance Report | | |
|--|--------------|--|
| Service Area: <u>Spokane</u> | | This report was run: 12/11/2008 9:33 AM |
| Agency: <u>Agency #1</u> | | |
| FRC: <u>All FRC</u> | | |
| Report Date: <u>10/1/2008 to 12/11/2008</u> | | |
| <hr/> | | |
| Service Start (Indicator 1) | Count | Percentage % |
| On Time: | 2 | 100 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |
| Initial IFSP (Indicator 7) | Count | Percentage % |
| On Time | 2 | 100 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |
| Overdue | 0 | 0 |
| 6 Month Review | Count | Percentage % |
| On Time: | 3 | 7.31 |
| Late: | 1 | 2.43 |
| Overdue: | 37 | 90.24 |
| Annual IFSP | Count | Percentage % |
| On Time: | 16 | 59.25 |
| Late: | 1 | 3.7 |
| Overdue: | 10 | 37.03 |
| IFSP with transition steps and services (Indicator 8A) | Count | Percentage % |
| Steps and Services Included | 2 | 13.33 |
| Steps and Services not Included | 13 | 86.66 |
| Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B) | Count | Percentage % |
| Yes: | 15 | 75 |
| No: | 5 | 25 |
| Transition Conference, if child potentially eligible for Part B (Indicator 8C) | Count | Percentage % |
| On Time: | 4 | 100 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |
| <hr/> | | |
| ----- END OF REPORT ----- | | |

| IFSP Compliance Report | | |
|--|--------------|--|
| Service Area: <u>Spokane</u> | | This report was run: 12/11/2008 9:33 AM |
| Agency: <u>Agency #2</u> | | |
| FRC: <u>All FRC</u> | | |
| Report Date: <u>10/1/2008 to 12/11/2008</u> | | |
| <hr/> | | |
| Service Start (Indicator 1) | Count | Percentage % |
| On Time: | 10 | 100 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |
| Initial IFSP (Indicator 7) | Count | Percentage % |
| On Time | 2 | 33.33 |
| Late - Exceptional Family Circumstances | 1 | 16.66 |
| Late - Other | 3 | 50 |
| Overdue | 0 | 0 |
| 6 Month Review | Count | Percentage % |
| On Time: | 1 | 20 |
| Late: | 0 | 0 |
| Overdue: | 4 | 80 |
| Annual IFSP | Count | Percentage % |
| On Time: | 0 | 0 |
| Late: | 0 | 0 |
| Overdue: | 0 | 0 |
| IFSP with transition steps and services (Indicator 8A) | Count | Percentage % |
| Steps and Services Included | 1 | 100 |
| Steps and Services not Included | 0 | 0 |
| Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B) | Count | Percentage % |
| Yes: | 1 | 100 |
| No: | 0 | 0 |
| Transition Conference, if child potentially eligible for Part B (Indicator 8C) | Count | Percentage % |
| On Time: | 0 | 0 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |

Input screen

We do this by selecting the Agency #1 in Step 2

and Each FRC Separated in Step 3.

IFSP Compliance Report

Please Note: If you are viewing the data for an agency, the report uses the agency that is set in the specific service, not the child's agency. If you are viewing data for a service area, the child's service area is used.

Please choose the criteria for the report you would like to view.

Step 1: Select the date range for the report

Begin: October / 1 / 2008

End: December / 11 / 2008

Step 2: Select State-wide, a Service Area, an Agency, or FRC

☐ State-wide

☐ Service Area

☒ Agency Agency #1

☐ FRC

Step 3: Select level of detail

All Results Combined in One Report

Each FRC Separated

View

Back

Close

Print

Displayed/Printed output

By using this drill down, you can determine who may be having problems with Service Start dates (Indicator 1), Initial IFSPs not being entered in a timely manner (Indicator 7), Transition Plans without Steps and Services (Indicator 8A), late LEA (School District) notification, and late Transition Plans.

Service Area: Spokane
Agency: Agency #1
FRC: Sally FRC
Report Date: 10/1/2008 to 12/11/2008

This report was run: 12/11/2008 10:33 AM

| Service Start (Indicator 1) | Count | Percentage % |
|---|-------|--------------|
| On Time: | 12 | 100 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |
| Initial IFSP (Indicator 7) | Count | Percentage % |
| On Time | 1 | 100 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |
| Overdue | 0 | 0 |
| 6 Month Review | Count | Percentage % |
| On Time: | 1 | 14.28 |
| Late: | 0 | 0 |
| Overdue: | 6 | 85.71 |
| Annual IFSP | Count | Percentage % |
| On Time: | 4 | 57.14 |
| Late: | 0 | 0 |
| Overdue: | 3 | 42.85 |
| IFSP with transition steps and services (Indicator 8A) | Count | Percentage % |
| Steps and Services Included | 0 | 0 |
| Steps and Services not Included | 5 | 100 |
| Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B) | Count | Percentage % |
| Yes: | 0 | 0 |
| No: | 2 | 100 |
| Transition Conference, if child potentially eligible for Part B (Indicator 8C) | Count | Percentage % |
| On Time: | 0 | 0 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |

----- END OF REPORT -----


IFSP Compliance Report

This report was run: 12/11/2008 10:33 AM


Service Area: Spokane
Agency: Agency #1
FRC: Joan FRC
Report Date: 10/1/2008 to 12/11/2008

| Service Start (Indicator 1) | Count | Percentage % |
|---|-------|--------------|
| On Time: | 5 | 100 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |
| Initial IFSP (Indicator 7) | Count | Percentage % |
| On Time | 0 | 0 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |
| Overdue | 0 | 0 |
| 6 Month Review | Count | Percentage % |
| On Time: | 0 | 0 |
| Late: | 0 | 0 |
| Overdue: | 1 | 100 |
| Annual IFSP | Count | Percentage % |
| On Time: | 1 | 100 |
| Late: | 0 | 0 |
| Overdue: | 0 | 0 |
| IFSP with transition steps and services (Indicator 8A) | Count | Percentage % |
| Steps and Services Included | 2 | 100 |
| Steps and Services not Included | 0 | 0 |
| Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B) | Count | Percentage % |
| Yes: | 2 | 100 |
| No: | 0 | 0 |
| Transition Conference, if child potentially eligible for Part B (Indicator 8C) | Count | Percentage % |
| On Time: | 0 | 0 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 0 | 0 |


To check for more information about late IFSPs or Transition Plans, you can run the "Required Fields Status" report for more detail regarding this FRC's assigned children.

 **Status of Required ITEIP Data**

To view all children in an entire Service Area, just select a Service Area then click the "View" button. To view all children in an agency, select a Service Area, then, when the page reloads, select an agency. To view a specific staff's child list, select a Service Area, then select an Agency. Finally, select an FRC from the list. Click the "View" button to run the report.

Please choose the criteria for the report you would like to view. If the page does not reload when you choose an item (except FRC), you can click the  icon.

Step 1: Select a Service Area

Spokane  [Select Service Area](#)

Step 2: Select an Agency

Agency #1

Step 3: Select an FRC

Sally FRC

Step 4: Select an "Order By" Field

Child's Last Name

Step 5: Select an View

☐ Printable Version (This will display an "X" if there is data in the field, not the actual data)

☒ Detailed Data Version (Can print landscape on legal paper at 60%)

View

View in Excel

Back

Close

Print

Displayed/Printed output


From the resulting report you can determine who and for which child, Initial IFSPs and/or Transition Plans are late. .

Status of Required ITEIP Data

This report displays the status of the required fields as well as other fields that will help you to determine which children are included in


| D | Child Name | Type | Birthday | Gender | County | Agency | Service Area | Zip | Ethnicity | FRC's Name | Consent Granted | Evaluation Complete | Has Medical Diagnosis | ITEIP Eligible | Date Eligible | as Basis For Current IFSP | IFSP Date | Has Services | Has Service and Source | Intake Date | Referral Date | Transition Plan Date | Primary Service Setting | School District | Primary Contact | Address Line 1 | Address Line 2 | Contact City | Contact State | Contact Zip |
|-------|---------------------|------|------------|--------|---------|-----------|--------------|-------|---------------|------------|-----------------|---------------------|-----------------------|----------------|---------------|---------------------------|-----------|--------------|------------------------|-------------|---------------|----------------------|-------------------------|-----------------------------------|-------------------------------|----------------|----------------|---------------|---------------|-------------|
| 51248 | Test 20081209 | R | 12/12/2007 | F | Spokane | Agency #1 | Spokane | 99999 | White (Non-H | Sally FRC | Y | 100% | Y | Y | 4/15/2007 | Y | Annual | 12/1/2008 | Y | Y | 3/15/2007 | 4/1/2008 | | Home | Bridgeport School District | | | | | |
| 51249 | test 20081209-b | R | 12/12/2006 | M | Spokane | Agency #1 | Spokane | 99999 | Native Ameri | Sally FRC | Y | 100% | Y | Y | 1/12/2007 | Y | Initial | 12/08/2008 | Y | Y | 11/1/2007 | 11/10/2007 | | Other Setting | Cape Flattery School District | | | | | |
| 51256 | 2208 20081209-b | R | 1/22/2006 | M | Spokane | Agency #1 | Spokane | 99999 | | Sally FRC | | 0% | N | | N | | | N | N | 12/9/2008 | 12/9/2008 | | | | | | | | | |
| 51257 | Al test1 | R | 1/23/2006 | M | Spokane | Agency #1 | Spokane | 99999 | White (Non-H | Sally FRC | Y | 100% | Y | Y | 3/15/2006 | Y | Annual | 3/2/2008 | Y | Y | 12/1/2005 | 12/9/2005 | | Home | Carbonado School District | | | | | |
| 51253 | oar ally | R | 2/28/2008 | F | Spokane | Agency #1 | Spokane | 99999 | Asian/Pacific | Sally FRC | Y | 100% | Y | Y | 12/8/2008 | Y | Initial | 12/08/2008 | Y | Y | 12/8/2008 | 12/8/2008 | 5/28/2008 | Other Setting | Cape Flattery School District | | | | | |
| 51258 | bed and b | R | 1/24/2006 | U | Spokane | Agency #1 | Spokane | 00000 | | Sally FRC | | 0% | N | | N | | | N | N | 12/9/2008 | 12/9/2008 | | | | | | | | | |
| 51247 | COSF BAD | R | 12/11/2007 | M | Spokane | Agency #1 | Spokane | 99999 | Native Ameri | Sally FRC | | 0% | N | | N | | | N | N | 11/21/2008 | 11/21/2008 | | | Burlington-Edison School District | | | | | | |
| 51254 | bob blackbirdsingir | R | 1/1/2008 | F | Spokane | Agency #1 | Spokane | 12313 | Does not wis | Sally FRC | Y | 100% | Y | Y | 2/10/2008 | Y | Annual | 12/08/2008 | Y | Y | 1/8/2008 | 2/2/2008 | | Other Setting | Camas School District | | | | | |
| 51152 | Erika COSF | R | 8/27/2006 | F | Spokane | Agency #1 | Spokane | 98503 | | Sally FRC | | 0% | N | | N | | | N | N | 10/28/2008 | 10/28/2008 | | | | | | | | | |
| 50482 | Robert Boo | T | 3/1/2006 | M | Spokane | Agency #1 | Spokane | 99999 | Asian/Pacific | Sally FRC | Y | 100% | Y | | N | Initial | | Y | Y | 9/26/2008 | 9/29/2008 | 9/27/2008 | Community-b | Washington | Lois Lane | 3 Manzanita V | Suite 104 | lyn by the Se | WA | 99948 |

How to Fix Indicator data issues

Calendar 


| Date | Description | Action |
|------------|---------------------|--|
| 07/21/2008 | 2208 test3 | Transition Notification to School District |
| 07/22/2008 | 2208 test2 | Transition Notification to School District |
| 07/23/2008 | 2208 Test 1 | Transition Notification to School District |
| 08/01/2008 | test cosf | Service - Plan Start |
| 08/28/2008 | oar ally | Transition Notification to School District |
| 09/29/2008 | Bob Boone | Service - Plan Start |
| 10/16/2008 | Rumsford Gain | IFSP Due - Initial |
| 10/22/2008 | 2208 test2 | Transition Plan Meeting |
| 10/23/2008 | 2208 Test 1 | Transition Plan Meeting |
| 11/25/2008 | cosf check ifsp for | Service - Plan Start |
| 12/08/2008 | Bab New | Service - Plan Start |
| 12/08/2008 | marly doe | Service - Plan Start |
| 12/08/2008 | oar ally | Service - Plan Start |
| 12/09/2008 | 2208 20081209-b | Transition Notification to School District |
| 12/09/2008 | 2208 20081209-b | Transition Plan Meeting |
| 12/09/2008 | a a | Transition Notification to School District |
| 12/09/2008 | a a | Transition Plan Meeting |
| 12/09/2008 | b b | Transition Notification to School District |
| 12/09/2008 | b b | Transition Plan Meeting |
| 12/09/2008 | c c | Transition Notification to School District |
| 12/09/2008 | c c | Transition Plan Meeting |
| 12/09/2008 | d d | Transition Notification to School District |
| 12/09/2008 | d d | Transition Plan Meeting |
| 12/09/2008 | e e | Transition Notification to School District |
| 12/09/2008 | e e | Transition Plan Meeting |
| 12/09/2008 | f f | Transition Notification to School District |
| 12/10/2008 | test 20081209-b | Service - Plan Start |
| 12/10/2008 | test 20081209-b | IFSP - 6 Month Review Due |
| 12/10/2008 | j j | Transition Notification to School District |
| 12/10/2008 | j j | Transition Plan Meeting |
| 12/10/2008 | k k | Transition Notification to School District |
| 12/10/2008 | l l | Transition Notification to School District |
| 12/10/2008 | l l | Transition Plan Meeting |
| 12/11/2008 | g g | Service - Plan Start |
| 12/11/2008 | transition plan | Service - Plan Start |
| 12/11/2008 | m m | Transition Notification to School District |
| 12/13/2008 | Bab New | IFSP Due - Initial |
| 12/15/2008 | cosf needed | Service - Plan Start |
| 12/16/2008 | cosf needed | Transition Notification to School District |
| 12/25/2008 | Team Amendment | Service - Plan Start |
| 12/25/2008 | Team Amendment | Service - Plan Start |
| 01/01/2009 | cosf needed | Transition Plan Meeting |
| 01/05/2009 | cosf check ifsp for | IFSP Due - Initial |
| 01/05/2009 | COSF BAD | IFSP Due - Initial |
| 01/06/2009 | g g | Transition Notification to School District |

 More Dates

General Inquiries 


Intake Date


12/19/2008


Intake Form:  Create New

Child's Name

aa aa aa





Reports & Forms 

 Family Survey Form (Word)

 Encuesta de Resultados de la Familia (Word)

Active Children 













Click on the arrow (▼ or ▲) to order the list by that column. The ▼ arrow indicates the currently selected column.

| ▼ First | ▼ Last | ▼ Birth Date | ▼ |
|--|--------|--------------|---|
|  20081209, Test | | 12/12/2007 | ★ |
|  20081209-b, 2208 | | 01/22/2006 | ★ |
|  20081209-b, test | | 12/12/2006 | ★ |
|  a, a a | | 01/23/2006 | ★ |
|  ally, oar | | 02/28/2008 | ★ |
|  Amendment, Team | | 10/10/2007 | ★ |
|  b, b b | | 01/24/2006 | ★ |
|  BAD, COSF | | 12/11/2007 | ★ |
|  bbb, bbb | | 12/21/2008 | ★ |
|  Boone, Bob | | 12/01/2005 | ★ |
|  c, c c | | 01/25/2006 | ★ |
|  check ifsp for, cosf | | 12/12/2007 | ★ |
|  cosf, test | | 01/01/2008 | ★ |
|  d, d d | | 01/26/2006 | ★ |
|  doe, marly | | 01/01/2007 | |
|  e, e e | | 01/31/2006 | ★ |
|  f, f f | | 03/03/2006 | ★ |
|  g, g g | | 07/06/2006 | ★ |
|  Gain, Rumsford | | 11/01/2006 | ★ |
|  i, i i | | 12/01/2008 | ★ |
|  i, i i | | 03/03/2006 | ★ |
|  k, k k | | 01/23/2006 | ★ |
|  l, l l | | 01/25/2006 | ★ |
|  m, m m | | 01/02/2006 | ★ |
|  needed, cosf not | | 03/01/2006 | ★ |
|  New, Bab | | 10/12/2007 | ★ |
|  Onlyvvvvv, Test | | 12/21/2006 | ★ |
|  plan, transition | | 01/01/2007 | ★ |
|  s, s s | | 01/01/2007 | ★ |
|  Test 1, 2208 | | 01/23/2006 | ★ |
|  test2, 2208 | | 01/22/2006 | ★ |
|  test20081209, 2208 | | 01/22/2008 | ★ |
|  test3, 2208 | | 01/21/2006 | ★ |

Active Child Count: 33

A star (★) next to a child's name indicates that you are the FRC for that child.

The letter 'T' (T) next to the child's name indicates that the child has been transitioned out of the ITEIP program.

- Other Information
-  Find a Child
 -  ITEIP Web Upload
 -  DSHS ITEIP Website
 -  Starting Line Newsletter
 -  Download the latest Internet Explorer Browser
 -  Change Your Password
 -  ITEIP Training Manual - Version 8 (Word 3.7mb)
 -  ITEIP Training Manual - Version 8 (PDF 2.4mb)
 -  ITEIP Reports Training Manual - Version 9 (Word 1.33mb)
 -  ITEIP Reports Training Manual - Version 9 (PDF 1.0mb)
 -  To save the training manual to disk, right-click and choose "Save Target As . . ." (PC Only)
 -  Download the free Acrobat Reader (PDF viewer)

Input screen

We will look at each reporting area of the IFSP Compliance Report to identify where the reported data comes from and then how to fix the performance issues.

IFSP Compliance Report

This report was run: 11/4/2008 9:46 AM

Service Area: Spokane
Agency: All Agencies
FRC: All FRC
Report Date: October 1, 2008 - December 30, 2008


| Service Start (Indicator 1) | Count | Percentage % |
|---|-------|--------------|
| On Time: | 58 | 93.55 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 4 | 8.45 |
| Initial IFSP (Indicator 7) | Count | Percentage % |
| On Time | 137 | 60.35 |
| Late - Exceptional Family Circumstances | 4 | 1.76 |
| Late - Other | 81 | 35.68 |
| Overdue | 5 | 2.2 |
| 6 Month Review | Count | Percentage % |
| On Time: | 99 | 36.39 |
| Late: | 90 | 33.08 |
| Overdue: | 83 | 30.51 |
| Annual IFSP | Count | Percentage % |
| On Time: | 94 | 65.73 |
| Late: | 40 | 27.97 |
| Overdue: | 9 | 6.29 |
| IFSP with transition steps and services (Indicator 8A) | Count | Percentage % |
| Steps and Services Included | 19 | 5.74 |
| Steps and Services not Included | 312 | 94.25 |
| Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B) | Count | Percentage % |
| Yes: | 129 | 19.84 |
| No: | 521 | 80.15 |
| Transition Conference, if child potentially eligible for Part B (Indicator 8C) | Count | Percentage % |
| On Time: | 51 | 49.51 |
| Late - Exceptional Family Circumstances | 3 | 2.91 |
| Late - Other | 49 | 47.57 |

***** END OF REPORT *****

Displayed/Printed output

| Service Start (Indicator 1) | Count | Percentage % |
|---|-------|--------------|
| On Time: | 58 | 93.55 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 4 | 6.45 |

Input screen



Infant Toddler Early Intervention Program

[Log Off](#)

[ITEIP Today](#)
[Calendar](#)
[Child's Record](#)
[Evaluation & Assessment](#)
[COSF](#)
[IFSP](#)
[Feedback](#)
[Admin](#)

ITEIP Today for Richard Sanders

Agency: Infant Toddler Early Intervention Program

Proxy as: [Change Proxy](#)

[What's New in the ITEIP Application](#)
[Frequently Asked Questions](#)
[* Hide Images](#)

Calendar

| Date | Description | Action |
|------------|-------------|--|
| 07/01/2007 | 30 test | Service - Plan Start |
| 12/08/2007 | test COSF1 | Service - Plan Start |
| 12/17/2007 | Test1 Evals | Service - Plan Start |
| 06/09/2008 | test COSF1 | IFSP - 6 Month Review Due |
| 10/27/2008 | Robert Boo | Service - Plan Start |
| 12/01/2008 | 30 test | Service - Plan Start |
| 12/09/2008 | test COSF1 | IFSP Due - Annual Review |
| 12/17/2008 | test COSF1 | Transition Notification to School District |

Active Children

Click on the arrow (▼ or ▼) to order the list by that column. The ▼ arrow indicates the currently selected column.

| ▼ First ▼ Last | ▼ Birth Date | ▼ |
|----------------|--------------|---|
| COSF1, test | 12/21/2005 | ★ |
| Evals, Test1 | 12/05/2006 | ★ |
| test, 30 month | 06/23/2006 | ★ |

Active Child Count: 3

We will start with the Service Start (Indicator 1) report area. This is a Compliance Indicator and the target is that 100% of the Actual Service Dates will be within 30 of the IFSP being signed or that there is a valid Exceptional Family Circumstance indicated.

You can check to see if there might be Actual Service Start dates due by checking the ITEIP Today Calendar to see if there are any entries in red. You can see that in this example there are a few possible Actual Start Dates due. Click on the Calendar entry to find which service is referenced.

Displayed/Printed output

| Service Start (Indicator 1) | Count | Percentage % |
|---|-------|--------------|
| On Time: | 58 | 93.55 |
| Late - Exceptional Family Circumstances | 0 | 0 |
| Late - Other | 4 | 6.45 |

Where is this data entered on the ITEIP Data Management System - It is entered on the Services Screen in the box titled "Actual Start Date:"

NOTE: This date must be entered on the Service Wizard screen and cannot be entered using the calendar.

When the date is entered on the Service Wizard screen, the calendar event on the ITEIP Today screen will be removed.

Input screen

ITEIP Today Calendar

IFSP Checklist

Family Statement

Funding Sources

Outcomes & Services

IFSP Team Members

Transition Plan

Transition Child

View IFSP

Child's Calendar

Progress Notes

Please Note: All fields are required unless otherwise noted with a blue box.

Outcomes & Services

Please Note: You must i completed.

To view an Outcome, click o description. To view funding

Outcome: test

Services for this outcome:

Service: Nursing Services

Funding Sources:

Self Pay

Create New Outcome

Other Services

No Other Services

Intervention Program

Log Off

tailed Information Infant Toddler Early Intervention Program - Windows Internet Explorer

Service Wizard

Outcome: test

Type of Service (category):

Nursing Services

If "Other" Service, what is the service:

Service Provider:

aerwygeqr

Plan Start Date: 07/01/2007

Plan End Date: 07/01/2008

Actual Start Date:

Cause for delay beyond 30 days: ☒ Exceptional Child/Family Reason ☐ Other

Delay Reason:

Method:

Frequency:

If the date entered is 30 days or more past the IFSP completion date entered, you must check that it is late due to Exceptional Child/Family Reason or Other and fill in the delay reason.

Displayed/Printed output

| Initial IFSP (Indicator 7) | Count | Percentage % |
|---|-------|--------------|
| On Time | 137 | 60.35 |
| Late - Exceptional Family Circumstances | 4 | 1.76 |
| Late - Other | 81 | 35.68 |
| Overdue | 5 | 2.2 |
| 6 Month Review | Count | Percentage % |
| On Time: | 99 | 36.39 |
| Late: | 90 | 33.08 |
| Overdue: | 83 | 30.51 |
| Annual IFSP | Count | Percentage % |
| On Time: | 94 | 65.73 |
| Late: | 40 | 27.97 |
| Overdue: | 9 | 6.29 |

The next Indicator report is IFSP compliance. The Initial IFSP count is for all completed IFSPs whether completed within 45 days or not. The Initial IFSP timeliness is reported to the federal government as Indicator 7, which is a Compliance Indicator and the target is that 100% of the Initial IFSPs will be completed within the 45 days or that there is a valid Exceptional Family Circumstance indicated. The 6 month review and Annual IFSP timeliness is reported here as well.

The information required is entered on the IFSP Checklist screen. You must check the box indicating that you verify that this IFSP is complete and enter the date. If it is past the 45 day, it will prompt you to enter a reason.

Infant

Input screens

Information Infant Toddler Early Intervention Program - Windows Internet Explorer

ITEIP Today Calendar Record

IFSP Checklist

Current Child: 30 month test Birthdate: 06/23/2006 ID: 51288

IFSP Checklist

Family Statement
Funding Sources
Outcomes & Services
IFSP Team Members

Transition Plan
Transition Child
View IFSP
Child's Calendar
Progress Notes

Individualized Family Service

Current IFSP

Completion Date
In Progress

IFSP Sta
Initial

IFSP History

Please click on the IFSP's histor
Completion Date

IFSP Stage Initial

Have the Procedural Safeguards/Parents' Rights been explained? ☒ Yes ☐ No

Did the parents participate in the IFSP?: ☐ Yes ☐ No

Have the parents signed the IFSP?: ☐ Yes ☐ No

Primary Service Setting: Home

This IFSP is complete: ☒
(All required IFSP information has been filled in)

Date Parents Signed IFSP/Completion Date: 11/28/2008

Cause for delay beyond due date: ☐ Exceptional Child/Family Reason ☐ Other

Reason:

Displayed/Printed output

| IFSP with transition steps and services (Indicator 8A) | Count | Percentage % |
|--|-------|--------------|
| Steps and Services Included | 19 | 5.74 |
| Steps and Services not Included | 312 | 94.25 |

Input screen



Smart Toddler Early Intervention Program

Log Off

ITEIP

Today

Calendar

Child's

Record

Evaluation &

Assessment

COSF

IFSP

Feedback

Current Child: 30 month test Birthdate: 06/23/2006 ID: 51288

Transition Plan

Transition Plan

Transition Child

View IFSP

Child's Calendar

Progress Notes

☐ The transition steps and services have been identified and included on the plan

Date of Transition Meeting:

mm/dd/yyyy

hh:mm

☐ AM

☐ PM

Cause for delay beyond 90 days from Child's 3rd birthday: ☐ Exceptional Child/Family Reason ☐ Other

Delay Reason : ☒ Check spelling

Service/Program Options : ☒ Check spelling

Please Note:

All fields are required unless otherwise noted with a blue box

Displayed/Printed output

The next Indicator report is to determine if the "Notification to the Local Educational Agency (LEA), if a child is potentially eligible for Part B (Indicator 8B). This is a compliance Indicator which requires 100% compliance. It is to determine if the LEA or School District is being notified in a timely manner.

The information required for this report is entered through a Calendar entry as indicated on the ITEIP Today screen.

The LEA notification can occur as early as nine months before the child turns 3. It is late if it occurs less than 90 days before the child turns 3.

To enter the date you need to click on the calendar event
Then enter the date here in the "Completed Date:" field, then click Save.

Notification to the Local Educational Agency (LEA), if child potentially eligible for Part B (Indicator 8B)

Count

Percentage %

Yes:

129

19.84

No:

521

80.15

Input screen

Infant Toddler Early Intervention Program

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ITEIP Today

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Admin

ITEIP Today for Richard Sanders

Agency: Infant Toddler Early Intervention Program

Proxy as: [Change Proxy](#)

Calendar

Date

Description

Action

07/01/2007

30 test

Service - Plan Start

12/08/2007

test COSF1

Service - Plan Start

12/17/2007

Test1 Evals

Service - Plan Start

06/09/2008

test COSF1

IFSP - 6 Month Review Due

10/27/2008

Robert Boo

Service - Plan Start

12/01/2008

30 test

Service - Plan Start

12/09/2008

test COSF1

IFSP Due - Annual Review

12/17/2008

test COSF1

Transition Notification to School District

What's New in the ITEIP Application

Frequently Asked Questions

* Hide Images

Active Children

Click on the arrow (▼ or ▲) to order the list by that column. The ▼ arrow indicates the currently selected column.

▼ First

▼ Last

▼ Birth Date

▼

COSF1, test

12/21/2005

★

Evals, Test1

12/05/2006

★

test, 30 month

06/23/2006

★

Active Child Count: 3

Calendar Event Details

Event ID: 340086

Is this a private event? ☐ Yes ☒ No

Scheduled Date:

12/24/2008

mm/dd/yyyy

Time:

7:39

hh:mm

☒ AM ☐ PM

Completed Date:

mm/dd/yyyy

Client Name:

30 month test

[Leave Blank for a Personal Event](#)

Short Description:

Contact Type:

Transition Notification to School District

Contact Method:

If this is a public event to be viewed by all in your selected service area or agency then select the Event Type. If not then leave the Event Type blank.

Event Type: [Leave Blank for a Personal Event](#)

Notes:

Locations:

Attendee Notes:

Exit

Save

Remove

Displayed/Printed output

| Transition Conference, if child potentially eligible for Part B (Indicator 8C) | Count | Percentage % |
|--|-------|--------------|
| On Time: | 51 | 49.51 |
| Late - Exceptional Family Circumstances | 3 | 2.91 |
| Late - Other | 49 | 47.57 |

Input screen

ITEIP Today for Richard Sanders

Agency: Infant Toddler Early Intervention Program

Proxy as: [Change Proxy](#)

Calendar

| Date | Description | Action |
|------------|-------------|--|
| 07/01/2007 | 30 test | Service - Plan Start |
| 12/08/2007 | test COSF1 | Service - Plan Start |
| 12/17/2007 | Test1 Evals | Service - Plan Start |
| 06/09/2008 | test COSF1 | IFSP - 6 Month Review Due |
| 10/27/2008 | Robert Boo | Service - Plan Start |
| 12/01/2008 | 30 test | Service - Plan Start |
| 12/09/2008 | test COSF1 | IFSP Due - Annual Review |
| 12/17/2008 | test COSF1 | Transition Notification to School District |
| 12/17/2008 | test COSF1 | Transition Plan Meeting |
| 12/24/2008 | 30 test | Transition Notification to School District |

Active Children

Click on the arrow (▼ or ▲) to order the list by that column. The ▼ arrow indicates the currently selected column.

| ▼ First | ▼ Last | ▼ Birth Date | ▼ |
|---------|--------|--------------|---|
| | | 12/21/2005 | ★ |
| | | 12/05/2006 | ★ |
| | | 06/23/2006 | ★ |

Active Child Count: 3

A star (★) next to a child's name indicates that you are the primary caregiver.



ITEIP
Today

Calendar

Child's
Record

Evaluation &
Assessment

COSF

IFSP

Feedback

Current Child: 30 month test Birthdate: 06/23/2006 ID: 51288

Transition Plan

Transition Plan

Transition Child
View IFSP
Child's Calendar
Progress Notes

☐ The transition steps and services have been identified and included on the plan

Date of Transition Meeting: mm/dd/yyyy hh:mm ☐ AM ☐ PM

Cause for delay beyond 90 days from Child's 3rd birthday: ☐ Exceptional Child/Family Reason ☐ Other

Delay Reason: ☒ Check spelling

Thank You